

January 15, 2003

TO: 2002 Incumbent Local Exchange Carrier (LEC)  
Annual Report Preparers

File TELANRPT

FROM: Kevin H. Klingbeil, Audit Manager  
Telecommunications Division  
Public Service Commission of Wisconsin

SUBJECT: Filing of 2002 Public Service Commission of Wisconsin  
Annual Report for Incumbent LECs

The 2002 annual report software program for incumbent LECs has been completed and must be used for filing of the 2002 LEC annual report with the Public Service Commission of Wisconsin (Commission). The filing date for the 2002 LEC annual report is April 1, 2003.

Download the 2002 annual report files and associated installation instructions from the Commission's Web page at <http://psc.wi.gov>. They are accessible by clicking on **Telecommunications, Annual Report Programs and Worksheets**, and **2002 Annual Report Program for Incumbent Local Exchange Carriers (LECs)**. System requirements and a listing of entities required to file the 2002 LEC annual report are also available on the Web page.

Please note the following concerning the 2002 LEC annual report:

- 1) Filing via e-mail using the 2002 program's capabilities is required. No hardcopy printouts, diskettes, Confidentiality Request forms, or notarized affidavits should be filed with the Commission.
- 2) A streamlined program installation process has been implemented for 2002.
- 3) A new feature in the 2002 program allows the user to right click on a grayed-out cell to identify the source schedule for that particular cell.
- 4) Telephone numbers for potential business and residential customers to contact the telco are now required in the Utility portion of the Identification and Ownership schedule (page 7).
- 5) Although the Service Data schedule (pages 50-51) normally requests first-of-year (FOY) and end-of-year (EOY) data on a total company basis, for Linkup Customers report the total number of Linkup customers for the prior year in the FOY cell and the total number of Linkup customers for the current year in the EOY cell. For Lifeline Customers, report number of Lifeline customers at FOY and EOY, respectively, in the FOY and EOY cells. This information is not required on an exchange-by-exchange basis in the Service Data-End of Year schedule (page 53).
- 6) Common Language Location Identifier (CLLI) codes are reported in the Central Office Data-End of Year schedule (page 55). In the majority of cases, 11 character CLLI codes have been reported. However, in a limited number of instances, nonconforming CLLI codes have been entered. In those instances, please edit as necessary.
- 7) Beginning with the 2002 program, a new program edit check will divide the This Year amount for account 5084.2, Switched Access Revenue (Intrastate), in the Revenues schedule by the sum of the billed intrastate minutes reported on the Access Usage schedule times 1,000. If this result is greater than .1, the user will

- be asked to investigate the high composite rate per minute of use for intrastate switched access, and, if necessary, add a footnote to address this situation.
- 8) In the near future, the Commission will issue a Confidentiality Determination concerning the 2002 LEC annual report based on the list of items granted provisional confidential treatment in the Commission's February 5, 2002 Confidentiality Determination concerning the 2001 LEC report. The 2002 program includes locks for these items.

The Telco Annual Report Helpdesk continues to be available to facilitate implementation of the program, address any questions, and receive any suggested improvements to the program. I am the primary Helpdesk contact person; my phone number is (608) 267-9504. (My e-mail address is [Kevin.Klingbeil@psc.state.wi.us](mailto:Kevin.Klingbeil@psc.state.wi.us).) If you are unable to reach me and require immediate assistance, please contact Elaine Engelke at (608) 266-3768. When calling (or e-mailing) the Helpdesk for assistance, be prepared to provide the following information:

- 1) Name and employer,
- 2) Phone number,
- 3) Utility name and ID number, and
- 4) Nature of problem (installation, navigating within the program, prior year data, etc.).

If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used minimizes potential problems.

Please review the status of your affiliated activities and ensure that all applicable affiliated interest agreements are filed with the Commission by April 1, 2003.

Commission staff does not intend to subsequently notify affected entities or annual report preparers of a maintenance release, if any, associated with this program or of the availability of subsequent years' annual report programs and/or maintenance releases. Staff suggests that interested parties periodically check the Commission's Web page at <http://psc.wi.gov> to ensure that the correct program is being used and that the annual report is filed with the Commission within the filing date guidelines.

For the 2003 LEC annual report program (with associated annual reports due on or before April 1, 2004), extensive revisions are anticipated due to the Commission's adoption, effective January 1, 2003, of a new Uniform System of Accounts for Class A and Class B Telephone Utilities.

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